

## **Area 4/Port Neighborhood Streetworker Project**

The Port Action Group in collaboration with the City of Cambridge has secured resources to support the development of the “Area4/Port Neighborhood Streetworker Project”. The Department of Human Service Programs will act as the contracting agent with leadership and support from the Port Action Group to review, award and evaluate this project. The geographic boundary of the project is the Area 4/Port Neighborhood in the city of Cambridge.

The primary goal of this initiative is to reach older adolescents and young adults not associated or connected to services and opportunities present in the community, identify the needs of this population, make referrals and manage ongoing relationships with individuals throughout their contact with services.

We encourage all organizations who have experience providing streetwork and/or outreach services to youth, young adults, and adults to apply. If you have further questions, please contact Jolyon Cowan at the City of Cambridge, (617) 349-6069 or Mo Barbosa of the Port Action Group at 617-256-0507.

### **Time Table**

|                                       |  |
|---------------------------------------|--|
| <b><i>Funding Period:</i></b>         | <b>October 1, 2003 to September 30, 2004</b>   |
| <b><i>Applications Available:</i></b> | <b>July 29, 2003</b> at the City of Cambridge,<br>Department of Human Service Programs first<br>floor, 51 Inman Street, Cambridge, or call 617-<br>349-6069. |
| <b><i>Informational Meeting:</i></b>  | <b><i>(Optional) August 14, 2003 6pm</i></b><br><i>Area 4 Youth Center</i><br><i>243 Harvard Street, Cambridge</i>   |
| <b><i>Applications Due:</i></b>       | <b>September 4, 2003 ---5:00 p.m.</b><br>Department of Human Service Programs first<br>floor, 51 Inman Street, Cambridge                                     |
| <b><i>Award Announced:</i></b>        | <b><i>September 19, 2003</i></b>   |

# **Area 4/Port Neighborhood Streetworker Project**

## *Funding Announcement*

### **Introduction**

The Port Action Group is a collaboration of area residents, neighborhood groups, and representatives of the city's service structure focused on the betterment of the Area 4/Port Neighborhood. The group came together in the summer of 2002 to address the climate and incidence of violence in the neighborhood. A program of action steps and directives was developed to lead toward improvement in the conditions of the neighborhood in respect to violence and other issues, to shape the conversation and collaboration with the city of Cambridge service and political structure, and to inform the work of community and resident efforts in Area4/the Port. (see attached charter)

One action step is the Area 4/Port Neighborhood Streetworker Project. This effort will deliver at least one (1) full-time (1.0 FTE) streetworker in the neighborhood working both evening weekday and weekend hours to engage youth and young adults aged 17 to 30 who are not served or successfully served by other programs. The primary focus should be 22 to 30 year olds with service for 17 to 21 year olds focusing on referrals to appropriate available services.

Priorities include working to mitigate and prevent interpersonal violence within the neighborhood and amongst its residents, connecting youth and young adults to available services, working with the community liaison and other community leaders in their efforts to affect systemic changes in service delivery, and building longitudinal relationships with the population and the community to better impact the betterment of the neighborhood. The streetworker(s) should carry a short term case load for immediate action, manage on going relationships with community members so as to be seen and acted upon as a resource, and build connections to community entities for referrals and services. The latter should include those services targeted to the populations described in the RFP. Quarterly reporting, including goals, inputs, and outcomes, will be important to the success of the project.

The Area 4/Port Neighborhood Streetworker Project is an essential part of the efforts of the collaboration of the Port Action Group and the City of Cambridge. This model will be assessed for applicability and replicability throughout the city.

## **PRIORITY GROUPS**

The Area 4/Port Neighborhood Streetworker Project aims to reach young adults who are not connected or not successfully connected to services and opportunities they need. Therefore, priority in awarding funds will be given to organizations that demonstrate their ability to reach the following group(s):

- \* Young men and women who are at risk of violence
- \* adjudicated young men and women, or otherwise connected with the criminal justice system
- \* young men and women recently released from incarceration
- \* young men and women who are chronically unemployed
- \* young Latinos/Latinas
- \* young African-American women and men
- \* young Haitian women and men
- \* young Asian and Pacific Islander women and men
- \* young women and men who are homeless, who have run away from home, or who live on the street
- \* young women and men who are drug involved/addicted

## **FUNDING AVAILABLE**

The Port Action Group in collaboration with the City of Cambridge will fund one organization or agency. Organizations or agencies may apply for up to \$70,000 for the grant period. Funds may be used to pay salaries, associated costs such as tax and fringe, to purchase materials, refreshments, or services directly related to project activities, to pay for rent of space directly related to project activities, and other appropriate support costs. Funding will only be provided on the cost-reimbursement basis. Funded organizations will be responsible for maintaining receipts, invoices, time sheets, and other fiscal documentation. Invoices must be submitted on a timely basis to the City of Cambridge, Department of Humans Services, prior to reimbursement.

**Budget Guide** (found on the cover page) **is as follows:**

- 1.) At least one (1) full time (1.0 FTE) Streetworker, wholly assigned and working in Area 4/Port Neighborhood,
- 2.) Staff costs associated with supervision of the streetworker.

3.) Materials and direct costs for project activities (including but not limited to educational supplies, programming activities, technology/phone, rent/space usage, etc.)

4.) Supplies for program support (copies, etc.), maximum 5%.

5.) Administrative overhead (indirect), maximum of 15% of overall budget.

## **ELIGIBILITY**

To be eligible to apply:

- ◆ Organizations must demonstrate a capacity to work in Cambridge and specifically in the Area 4/Port Neighborhood.
- ◆ Organizations must demonstrate that they have a history working young adults in community.
- ◆ Organizations must work with Port Action Group to hire/approve streetworker for project.

## **HOW TO APPLY**

Organizations seeking funding should complete the attached application form, and return it with 10 copies on September 4<sup>th</sup>, by 5:00 p.m. to:

Attn: Jolyon Cowan  
Department of Human Service Programs  
City of Cambridge  
51 Inman Street, 1<sup>st</sup> floor  
Cambridge, Ma 02139

If you would like a copy of the Area 4/Port Neighborhood Streetworker Project RFP in an electronic or printed format please contact Jolyon Cowan at the Department of Human Service Programs at (617) 349-6069.

**Area 4/Port Neighborhood Streetworker Project**  
**FUNDING APPLICATION**  
October 1, 2003 - September 30, 2004  
*Cover Page*

Organization/Agency: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**BUDGET**

**AMOUNT**

Full time Streetworker (s): \_\_\_\_\_ # of Streetworkers  
\$\_\_\_\_\_ per hour (\$11.75 minimum) x \_\_\_\_\_ # total of hrs. per week \$\_\_\_\_\_

Supervisor  
\$\_\_\_\_\_ per hour x \_\_\_\_\_ # total of hrs. per week \$\_\_\_\_\_  
(maximum 20% FTE)

Materials: (Please list items) \$\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Supplies: Program Support (Please list) \$\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Administrative Overhead (maximum 15%): \$\_\_\_\_\_

**Total** \$\_\_\_\_\_

Date: \_\_\_\_\_ Authorization Signature: \_\_\_\_\_

\*Please Attach:

- Tax Exemption 501(c) 3 letter, where applicable
- Narrative
- Project Budget (see attached form)
- Organization/Agency Budget

**Area 4/Port Neighborhood Streetworker Project**  
**Funding Application**  
**Proposal & Format**

Please be brief and to the point and complete all the information requested. Attach sheets as necessary. Narrative limit is **10 pages**.

- 1.) COVER PAGE --complete the entire cover page and attach to the front of the proposal.
- 2.) STATEMENT OF INTENT (1 page maximum)--
  - Briefly summarize your proposal.
  - Give total amount requested.
  - List any additional sources of monies and in kind services that will supplement this funding.
- 3.) ORGANIZATIONAL INFORMATION
  - State the overall primary purpose or mission of your organization.
  - Describe the neighborhood/geographic location and community population that you do most of your work with in terms of culture, race, age, socio-economic status, gender, varying abilities, sexual orientation, and languages spoken.
  - Is your organization currently working with/serving young adults? If so, for how long and in what capacity?
  - Does your agency currently have any street work/outreach projects and/or provide streetwork/outreach services? Please describe.
- 4.) PRIORITY GROUPS
  - Identify which of the priority groups (listed in the funding announcement) with which you have experience working
  - Describe your experiences working with this group or groups in the past and /or your plans to reach out to them if funded.
- 5.) RECRUITMENT
  - Describe how streetworker(s) will be recruited, hired, and/or staffed.
  - How will these efforts be geared towards recruiting streetworker(s) able to serve the priority populations?
  - What criteria will you use in hiring/assignment process?
  - Describe your plan for incorporating representatives of the Port Action Group into the hiring/assignment process for the project and their specific decision making power in the final hire/assignment of the streetworker(s).

#### 6.) PROGRAM SUPPORT

- How will your agency support the streetworker(s) (supervision, professional development, trainings, resources, etc.)?
- How will your agency support the young adults engaged by the streetworker(s)?

#### 7.) PROGRAM PLAN

- Describe the streetwork/outreach strategies your agency use and how the streetworker(s) will implement this program.
- Describe proposed elements of plan including: hours, minimum caseload, etc.
- How will the Port Action Group be involved in decision making and planning program design?

#### 8.) EVALUATION PLAN

- Does your agency have an evaluation program that will be used for this project? If so, please include it in the proposal.
- If your agency does not have an evaluation plan, please respond to the following questions:
  - What are the inputs, activities, and outputs for the project?
  - How will your program impact the priority population and overall communities (youth, families, residents, etc.)?
  - What are the measurable outcomes for the program?
  - What are the measurable outcomes for the youth and young adults?

#### 9.) TIMELINE

- Give an estimated timeline including recruitment, hiring/assignment of staff (if not presently on staff), outreach activities, and strategies. Indicate the approximate month or months that these activities will be performed. Streetworker must be hired/assigned and start work by November 1, 2003.

#### 10.) COLLABORATION

- Which agencies, community groups, health centers, faith organizations, youth organizations, or other entities do you collaborate with? Any in Cambridge? In Area 4/Port Neighborhood?
- Describe how these organizations would support the Area 4/Port Neighborhood Streetworker Project.
- Provide a Portfolio of Referrals – organizations, services, etc. that the streetworker(s) would make referrals to. Please include organization name, location, and type of service(s).

## Area 4/Port Neighborhood Streetworker Project

### Proposal Review Criteria

Applications will be reviewed by a committee of community members and representatives from the Department of Human Service Programs using the following criteria:

**ORGANIZATION:**\_\_\_\_\_

#### **ORGANIZATIONAL HISTORY**

**0-20 POINTS**

- Does the organization have the history and capacity to serve the target population?

#### **RECRUITMENT**

**0-10 POINTS**

- Is the Port Action Group involved in the hiring/assigning of the streetworker(s)?

#### **PROGRAM SUPPORT**

**0-15 POINTS**

- What does the organization bring to the table?

#### **PROGRAM PLAN AND EVALUATION**

**0-30 POINTS**

- How effective, realistic, and innovative are the program's strategies and activities?
- How effective and realistic is their plan to reach out to young adults?
- Does the Port Action Group play a significant role in planning and decision making?
- In what detail has the organization described their program plan?
- If they have an evaluation plan, how effective is their plan to evaluate their strategies?
- How realistic is their estimated impact on the young adults and the overall community (youth, families, residents, etc.)?

#### **TIMELINE**

**0-5 POINTS**

- Is the timeline realistic?

#### **COLLABORATION**

**0-10 POINTS**

- How clear and effective is the plan for collaboration among the program and other community groups, health centers, faith organizations, youth organizations, or other sites?
- Does the Portfolio of Referrals reflect the needs of the target audience?
- Location and ease of access of services listed?

#### **BUDGET**

**0-10 POINTS**

- How are funds specifically being spent in Area 4/Port Neighborhood?
- Is the streetworker receiving a liveable wage and benefits?

**TOTAL: 100**

**POINTS**



## Streetworker Project Proposed Budget

|   |                      |                         |                |
|---|----------------------|-------------------------|----------------|
| Agency Name: _____  |                      | Funding Period _____    |                |
|   |                      |                         |                |
|   |                      |                         |                |
|   | <b>Project Funds</b> | <b>other resources*</b> | <b>TOTAL**</b> |
|   |                      |                         |                |
| <b>DIRECT PERSONNEL</b>   |                      |                         |                |
|   |                      |                         |                |
| Salaries (show each position)   |                      |                         |                |
| Full time Streetworker (s)  |                      |                         |                |
| ____ # of Streetworkers   |                      |                         |                |
| \$ ____ per hour (\$11.75 minimum) x ____ # total hrs per week          |                      |                         |                |
| Supervisor  |                      |                         |                |
| \$ ____ per hour x ____ # total hrs per week                            |                      |                         |                |
| (maximum 20% of total salary)   |                      |                         |                |
|   |                      |                         |                |
| Fringe Benefits   |                      |                         |                |
| (e.g. health, dental, life  |                      |                         |                |
| insurance, payroll taxes)   |                      |                         |                |
|   |                      |                         |                |
| <b>Personnel Total</b>  |                      |                         |                |
|   |                      |                         |                |
| <b>OPERATING COSTS</b>  |                      |                         |                |
|   |                      |                         |                |
| Advertising   |                      |                         |                |
| Printing & Reproduction   |                      |                         |                |
| Supplies  |                      |                         |                |
| Telephone   |                      |                         |                |
| Utilities   |                      |                         |                |
| Other (specify)   |                      |                         |                |
|   |                      |                         |                |
|   |                      |                         |                |
|   |                      |                         |                |
| <b>Total</b>  |                      |                         |                |
| <b>Subtotal Direct Costs</b>  |                      |                         |                |
|   |                      |                         |                |
| <b>INDIRECT COSTS</b>   |                      |                         |                |
| Administrative Overhead maximum 15%                                     |                      |                         |                |
| <b>Total</b>  |                      |                         |                |
| <b>GRAND TOTAL</b>  |                      |                         |                |
|   |                      |                         |                |
| * Under "other resources," show funds that are committed and projected. |                      |                         |                |
| ** Under "Total," show total program costs for each line item.          |                      |                         |                |
|   |                      |                         |                |
| <b>LIST MATCHING FUNDS AND SOURCE</b>                                   |                      |                         |                |
|   |                      |                         |                |
| <b>Source</b>   | <b>Total</b>         |                         |                |
|   |                      |                         |                |
|   |                      |                         |                |
|   |                      |                         |                |
|   |                      |                         |                |
| <b>Note: Matching Funds are not required</b>                            |                      |                         |                |